

**Requires Moderate Term Training (1-12 months)**

	Avg. Hourly Salary*	Avg. Annual Openings*
Salesperson (Except Scientific/Retail)	\$20.02	246
Human Services Worker	\$10.19	185
Bookkeeper	\$11.45	181
Salesperson (Scientific)	\$25.47	162
Sports/Physical Training Instructor	\$11.13	79
Bus Driver, School	\$10.60	72

	Avg. Hourly Salary*	Avg. Growth Rate*
Medical Assistant	\$10.92	56.9%
Human Services Worker	\$10.19	52.7%
Dental Assistant	\$12.37	52.3%
Physical Therapy Assistant	\$12.45	52.3%
Combination Machine Tool Operator, Metal/Plastic	\$ 9.47	51.9%

**Requires Postsecondary Vocational Training**

	Avg. Hourly Salary*	Avg. Annual Openings*
Secretary, (Except Legal/Medical)	\$11.52	211
Hairdresser/Cosmetologist	\$8.69	180
Licensed Practical Nurse (LPN)	\$13.42	113
Medical Secretary	\$11.38	47
Travel Agent	\$11.59	28

	Avg. Hourly Salary*	Avg. Growth Rate*
Surgical Technician	\$12.57	50.9%
Data Processing Equipment Repairer	\$15.06	44.9%
Electronics Repairer	\$13.37	35.3%
Stenographer/Court Reporter	\$12.50	34.3%
Manicurist	\$6.01	34.0%
Emergency Medical Technician	\$10.05	25.6%

**Requires Short Term Training (Brief Demonstration)**

	Avg. Hourly Salary*	Avg. Annual Openings*
Salesperson, Retail	\$8.87	1,289
Cashier	\$7.36	936
Waiter/Waitress	\$6.22	706
General Officer Clerk	\$9.99	460
Nurse's Aide	\$9.35	261

	Avg. Hourly Salary*	Avg. Growth Rate*
Home Health Aide	\$8.24	62.3%
Personal/Home Care Aide	\$7.13	49.4%
Bill/Account Collector	\$10.64	35.7%
Adjustment Clerk	\$11.61	33.7%
Teacher's Aide	\$8.25	28.6%

**Requires Work Experience**

	Avg. Hourly Salary*	Avg. Annual Openings*
First Line Supervisors (Various Industries)	\$ Varies	1,579
Purchasing Agent	\$18.06	41
Instructor, Vocational	\$15.76	38
Precision Inspector/Tester/ Grader	\$13.56	29
Electromechanical Equipment Assembler, Precision	\$10.56	23

	Avg. Hourly Salary*	Avg. Growth Rate*
Guide	\$6.72	30.1%
Police Detective	\$19.02	25.7%
Lawn Service Manager	\$12.73	23.9%
Electrical/Electronic Equipment Assembler, Precision	\$11.07	23.8%
Broker, Real Estate	\$25.22	21.4%

**Requires Work Experience plus Bachelor's or Higher**

	Avg. Hourly Salary*	Avg. Annual Openings*
Engineering, Math & Natural Sciences Manager	\$33.25	110
Financial Manager	\$25.10	108
Marketing Manager	\$27.21	105
Health Services Manager	\$20.98	96
Education Administrator	\$24.07	82

	Avg. Hourly Salary*	Avg. Growth Rate*
Health Services Manager	\$20.98	41.4%
Artists & Related Workers	\$14.28	24.8%
Marketing Manager	\$27.21	21.4%
Personnel/Training Manager	\$23.09	19.5%
Special Agent, Insurance	\$42.19	17.4%

\*Generally selected based on number of annual openings from occupational projections for New Hampshire, 1998-2008, and average hourly wage. Average hourly salary based on 2000 data. Average annual job openings/growth rate from occupational projections for New Hampshire, 1998-2008.

Answers to activity on back page.	ANSWER KEY	
	Event	Month
	Construction affected by weather; winter sports are up; college breaks	Jan
	Construction affected by weather; winter sports are up; school vacations affect teachers and bus drivers	Feb
	Town meetings affect local government employment	Mar
	"Mud Season"; income tax refunds affect retail employment	Apr
	Memorial Day is start of many summer activities	May
	Most schools close and tourism jumps	Jun
	Schools closed; plants shut down; tourism going strong	Jul
	Most schools closed and tourism going strong	Aug
	Tourism ebbs as schools reopen	Sep
	Leaves come down and tourism goes up	Oct
	Decreased tourism; holiday hiring	Nov
	Christmas, and all its effects; ski season starts	Dec

"A career is the sum total of all the work--paid or unpaid--you have done and will do in a lifetime."

Anonymous

## Planning Your Career and Don't Know Where to Start?

There are many sources of information just waiting for you. Whether you are looking for information on career planning, counseling, training, education, or financial aid, there are resources available. Here is a list to get you started.

**Personal Contacts.** The people closest to you--family and friends--can be extremely helpful in providing career information. While in high school you make friends with many people, whether as a member of a sports team or the honor society or a particular class. Talk to your family and your friends. They can provide a wealth of information. This kind of personal connection is called *networking*. These people may be able to answer your questions directly or they may be able to put you in touch with someone else who can. Networking can be an effective way to learn the type of training necessary for a certain position. You could also find out how someone in a particular position entered the field, what the prospects for advancement are, and what the

person likes or dislikes about the work.

**Public Libraries, career centers, and guidance offices.** These institutions maintain a great deal of up-to-date material. To begin your library search, look at the computer listings under "vocations" or "careers" and then under more specific fields. Check the periodicals section, where trade and professional magazines and journals about specific occupations and industries are located. Check your school's career centers for resources such as:

- individual counseling and testing;
- guest speakers, field trips, books;
- career magazines; and
- career days.

**Counselors.** These professionals are trained to help you discover your strengths and weaknesses, evaluate your goals and values, and help you determine what you would like in a career. Counselors will not tell you what to do. They may, however, administer interest inventories and aptitude tests, interpret the results, and help you explore various options. Counselors also may discuss local job markets and the entry requirements and costs of schools, colleges, or training programs.

**Internet.** Most companies, professional societies, academic institutions, and government agencies now maintain a web site. Occupational and industry data, career counseling, and financial aid

information are just a small sampling of what's available. "The world awaits you" when you log on to the world wide web.

**Professional societies, trade associations, labor unions, business firms, and educational institutions.** These organizations provide a variety of free or inexpensive career material. Many of these are listed in an additional information section in the *Occupational Outlook Handbook 2002-2003 (OOH)*, developed by the U.S. Department of Labor, Bureau of Labor Statistics. The complete OOH is available on-line at <http://www.bls.gov/oco/>.

*Occupational Outlook Handbook 2002-2003, Bureau of Labor Statistics, US Dept. of Labor*